

Eco IACUC Notes from July 25,2019

Conference Call Attendees:

Exemption 6, Leslie Jarrell, and **Exemption 6** (RTP)

Exemption 6 (GLED), Jim Harvey, **Exemption 6** (GED), and **Exemption 6**, **Exemption 6** (AED)

Old Business:

1. Letters of Appointments
 - a. Everyone should have received them.
 - b. Yes, everyone received their Letters of Appointments
2. Charter
 - a. Everyone should have received a copy.
 - b. Yes, everyone received a copy.
 - c. Reminder, this can be updated at any time.
3. Program Review and Facility Inspections (GED and AED)
 - a. **Exemption 6** will write and send out the reports
 - b. Copies of the Checklists were sent out.
4. Program Review and Facility Inspections (MED)
 - a. Contracted Vet crafted report to MED Division Director and Staff.
 - b. The Draft report was forwarded to the RTP-ARPO office **Exemption 6** **Exemption 6** and **Exemption 6**
5. New Chair for ECO-IACUC
 - a. Jim Harvey accepts the ECO-IACUC Chair position.
 - b. Responsibilities of the Chair
 - i. Reports to the IO- (Monthly conference calls)
 - ii. Coordinates protocol reviews

New Business

1. Policy
 - a. Share each Divisions policies under this IACUC
 - b. Want this in place by October 1, 2019
2. Operating Procedures
 - a. IACUC OPs
 - b. Welfare concerns OP
 - c. Want this in place by October 1, 2019
3. Protocol Template
 - a. Has the RTP template been “pushed” out? No
 - b. GED/MED will send out information on what they use.
 - c. **Exemption 6** will roll out the Protocol template via a training session with AED.
4. Semi-Annual Business Meeting (Program Reviews and Facility Inspections)
 - a. Move to End of June/July
 - b. Move to November/December

- c. Send **Exemption 6** preferences of inspection dates
 - d. **Exemption 6** will send out calendar invites
- 5. Protocol Reviews
 - a. Use DMR
- 6. Training
 - a. AALAS Learning Library (IACUC specific Tracks)
 - b. GED shared their powerpoint on training new personnel
 - c. MED has a yearly training (Field and Safety training)
 - d. **Exemption 6** will roll out the Protocol template via a training session with AED
 - e. National Meetings available to IACUC Members for Training:
 - i. **Prim&R**: 2020 Institutional Animal Care and Use Committee (IACUC) Conference, April 6-7, 2020, *Preconference programs: April 5, 2020*, Orlando, FL
 - ii. **IACUC 101, 201 and 301** November 6, 7, 8, 2019, Hosted by Rice University: Houston, TX
- 7. Budgets (Facilities)
 - a. Send **Exemption 6** your facilities Budgets

ACTION Items:

- 1. **Next Meeting:** August 14 at 9:00am EST, conference call
- 2. **Protocol Template Training (AED):** **Exemption 6** will roll out the Protocol template via a training session with AED in September 2019.
- 3. **Inspection Dates:** Please send **Exemption 6** your preferences for November/December 2019 and she will set up calendar invites
- 4. **Exemption 6** work cell phone number **Exemption 6**

Adjourn: 10:23am

Eco IACUC Notes from August 14,2019

Conference Call Attendees:

Exemption 6 and Exemption 6 (RTP)

Exemption 6 (GLED)

Jim Harvey, Exemption 6 (GED)

Exemption 6 (AED)

New Business:

1. Policy:
 - a. Last conference call everyone was going to Share each Divisions policies under this IACUC
 - b. Did this happen? Yes, been working via emails.
2. Operating Procedures:
 - a. Need to create the ECO-IACUC OPs
 - b. Exemption 6 will resend the RTP (Health) IACUCs OPs
 - c. Want this in place by October 1, 2019
3. Protocol Template:
 - a. Upper Management would like all IACUCs to use the ACUP Protocol Template
 - b. The ACUP Template was attached to this conference call meeting invitation
 - c. Jim Harvey, Chair has stated the ECO-IACUC has adopted the ACUP Protocol Template
 - d. Exemption 6 will roll out the Protocol template via a training session with AED in September 2019.
4. Semi-Annual Business Meeting (Program Reviews and Facility Inspections):
 - a. Please send dates to Exemption 6 for scheduling in December 2019
5. Budgets (Facilities):
 - a. Exemption 6 may be contacting each group to finalize budget information.
6. Annual Update forms:
 - a. The FOIAs are becoming more frequent and the FOIAs are asking about information on Animal numbers.
 - b. Instead of constant back and forth emails/phone calls asking about Animal numbers, The annual date will capture the information yearly.
7. GAO Audit:
 - a. The GAO Audit will be released soon.
 - b. Documenting training may be needed for future audits.
8. Training:
 - a. Exemption 6 will roll out the Protocol template via a training session with AED in September. This will be for PIs as well as Branch Chiefs.

- b. Reminder: Opportunities for IACUC Training:
 - i. **Prim&R:** 2020 Institutional Animal Care and Use Committee (IACUC) Conference, April 6-7, 2020, *Preconference programs: April 5, 2020*, Orlando, FL
 - ii. **IACUC 101, 201 and 301** November 6, 7, 8, 2019, Hosted by Rice University: Houston, TX

ACTION Items:

1. **Next Meeting:** August 29 at 9:00am EST, conference call/Skype session
2. **Protocol Template Training (AED):** **Exemption 6** will roll out the Protocol template via a training session with AED in September 2019.
3. **Inspection Dates:** Please send **Exemption 6** your preferences for November/December 2019 and she will set up calendar invites
4. **RTP (Health) IACUCs OPs:** **Exemption 6** will resend these via email
5. **ACUP Website:**
 - a. <https://animal.rapid.epa.gov>
 - b. **Exemption 6** will also email the ACUP website to everyone:

Adjourn: 10:23am

Eco IACUC Notes from August 29,2019

Conference Call Attendees:

Exemption 6 (RTP)

Exemption 6 (GLED)

Chair-Jim Harvey, **Exemption 6** (GED)

Exemption 6 (AED)

Old Business:

1. Training:

- a. **Exemption 6**, **Exemption 6**, and **Exemption 6** have been communicating about creating Training slides
- b. **Exemption 6** has found and redesigned the Training slides to be much more helpful
- c. These Training slides will help consolidate and standardize the training across the ECO divisions.
- d. Currently GED has shared with GLED.
- e. GLED will add slides about their facility
- f. GLED will send Training slides to AED
- g. AED will then add slides about their facility
- h. Once all members agree with all the slides, they will be adopted and used for Training staff

2. Operating Procedures:

- a. Started to create the ECO-IACUC Review OP
- b. Using the Health IACUC OP (OP No. NHEERL-IO-IACUC/2016-001-V3; Effective Date 3/27/2019) as a guide
- c. **Exemption 6** will edit Section IV (Full Committee Review) and Section V (Designated Member Review) and send to Jim.

3. Policy:

- a. Last conference call everyone was going to Share each Divisions policies under this IACUC
- b. Did this happen? Yes, been working via emails.

4. Protocol Template:

- a. **Exemption 6** may have a PI interested in using the ACUP Template sooner than later
- b. Projected time frame for this PI is November/December 2019
- c. **Exemption 6** is interested in migrating 1 of her current Studies into ACUP
- d. **Exemption 6** will contact **Exemption 6** via email to help facilitate migration
- e. **Exemption 6** will create Skype sessions if necessary

5. Semi-Annual Business Meeting (Program Reviews and Facility Inspections):

- a. Please send dates in December 2019 of when you are not available to **Exemption 6**
Exemption 6

ACTION Items:

1. **Next Meeting:** September 12 at 9:00am EST, conference call or Skype
2. **ECO-IACUC OP:** **Exemption 6** and **Exemption 6** will edit sections IV and V of the OP and send revision to Jim Harvey.
3. **Protocol Template Training (AED):** **Exemption 6** will roll out the Protocol template via a training session with AED on September 17 for AED Protocol training.
4. **Inspection Dates:** Please send **Exemption 6** your dates you will **not** be available in November/December 2019.
5. **HEALTH-IACUC Policies:** **Exemption 6** will send Jim Harvey 2 emails which contain 16 PDFs of all Policies from the Health IACUC.

Adjourn: 9:54am

Eco IACUC Notes from August 29,2019

Conference Call Attendees:

Exemption 6 and Exemption 6 (RTP)

Exemption 6 (GLED)

Chair-Jim Harvey, Exemption 6 (GED)

Old Business:

1. Policy:
 - a. 16 RTP Policies were sent to Jim Harvey
 - b. Looking to condense as some RTP Policies target rodents
 - c. Thoughts are to have the following:
 - i. Animal Welfare Policy
 - ii. Emergency Guide for each ECO site
 - iii. Guidelines for reporting Animal Numbers
 - iv. May have a total of 7 policies for ECO IACUC
2. Letters of Appointments for Institutional Officials (IOs)
 - a. The Letters have been generated
 - b. Exemption 6 will sign soon
 - c. Once signed, the Letters of Appointments for IOs will be disseminated
3. Exemption 6 is visiting GED.
 - a. Jim Harvey was able to meet with Exemption 6 and talk about GED facility
 - b. Exemption 6 reiterated a commitment to help support the GED facility
4. Training:
 - a. Training slides have been created
 - b. The Training slides have been sent to AED for comments
 - c. AED will add slides about their facility
 - d. Once all members agree with all the slides, they will be adopted and used for Training staff
5. Operating Procedures:
 - a. Exemption 6 and Exemption 6 will edit Section IV (Full Committee Review) and Section V (Designated Member Review) and send to Jim.
6. Protocol Template:
 - a. ACUP will not currently role out to the ECO divisions
 - b. A Protocol Template is currently in Word format
 - c. Exemption 6 will work on creating a fillable PDF
 - d. The fillable PDF will need to capture signatures
 - e. Exemption 6 has a Submission in the GLED format and will share to the ECO IACUC
 - f. The ECO IACUC will use the term "Protocol" as this is agency standard
 - g. This could be the first Protocol for the ECO IACUC to review

7. Semi-Annual Business Meeting (Program Reviews and Facility Inspections):
 - a. Please send dates in December 2019 of when you are **not** available to Exemption 6
Exemption 6

ACTION Items:

1. **Next Meeting:** September 26 at 10:00am EST, conference call or Skype
2. **ECO-IACUC OP:** Exemption 6 and Exemption 6 will edit sections IV and V of the OP and send revision to Jim Harvey.
3. **ECO- IACUC Policies:** Jim Harvey will condense the RTP Policies to 7 Policies.
4. **Protocol Template Training (AED):** Exemption 6 will roll out the Protocol template with AED on September 24 for AED Protocol training.
5. **Share GLED submission:** Exemption 6 will send out via email a submission for Protocol Review in the GLED format.
6. **Fillable Protocol Template in PDF Format:** Exemption 6 will create a fillable PDF for Protocol Submission. Also send out guidance and IACUC procedures on reviewing a Protocol.
7. **Inspection Dates:** Please send Exemption 6 your dates you will **not** be available in November/December 2019.

Adjourn: 9:35am

ECO-IACUC Conference Call

09/26/2019

1. Conference Call Attendees:

Chair-Jim Harvey, **Exemption 6** (GED)
Exemption 6 and **Exemption 6** (RTP)
Exemption 6 and **Exemption 6** (GLED)
Exemption 6 and **Exemption 6** (AED)

2. Old Business

a. Operating Procedures

- i. **Exemption 6** sent out an edited version via email.
- ii. Section IV (Full Committee Review) and Section V (Designated Member Review) had minor edits as the Committee can call a Full Committee Review at any time.

b. Policies

- i. Each Facility will have their own information concerning the COOP plan.
- ii. Surgery: Does anyone do surgery?
 1. AED: They microchip
 2. GLED: They use a plastic polymer ID
 3. GLED: They have surgery on larger Trout
- iii. Controlled Substance information: Each PI needs to have their own license.
 1. AED: does not currently use Controlled Substance
 2. GED: **Exemption 6** is the current license holder, may not use in the future.
 3. GLED: Has individual licenses
 4. Can state “consult expert” Use **Exemption 6** as a resource.

c. Training PowerPoint presentation

- i. Check your local permits for hold and release information
 1. Will insert, “once the animals are in the lab, they are not returned to the wild, this can put the wild population at risk”.
- ii. This information will be used on Slide 22
- iii. AED will add action pics of their facility then resend out to the committee
- iv. Some slides are GED centric. Will add verbage to show distinction from other sites
- v. Question on who checks on weekends and alarms?
 1. AED: Guards help monitor facility, have personnel come in to feed on weekends.

2. GED: Same
3. GLED: Same

d. Protocol Template (Fillable PDF)

- i. Exemption 6
Exemption 6
Exemption 6 sent out via email to all committee members

3. New Business

- a. Rule or a Best Management Practice: Field-caught finfish maintained in captivity for greater than 30 days may not be released
 - i. GED: 30day period comes from GED's Florida Fish and Wildlife Conservation Commission scientific collection permit
 - ii. Check your local permits for hold and release information
 1. Will insert, "once the animals are in the lab, they are not returned to the wild, this can put the wild population at risk".
 - iii. This information will be used on Slide 22 of the Training PowerPoint
- b. GED Semi-Annual Program and Facility Inspection date 11/21/2019
- c. AED Semi-Annual Program and Facility Inspection date 12/12/2019
- d. GLED Semi-Annual Program and Facility Inspection date Nov 6, 13, Dec 4, or 5 (Waiting to confirm dates)
- e. Training needs
 - i. IACUC Conference
 1. 04/05/20 - 04/07/20 PRIM&R IACUC Conference (Florida)
 - ii. IACUC 101, 201, 301 series
 1. 11/06/19 – 11/08/2019 Houston, TX

4. Adjournment

Eco IACUC Notes from 03/24/2020

Attendees on Conference Call:

Exemption 6, Leslie Jarrell, **Exemption 6**, Jim Harvey, **Exemption 6**
Exemption 6, **Exemption 6**, and **Exemption 6**

Check-in from Sites:

1. ACESD

- a. Doing good, Voluntary Telework is in place
- b. Shipped out fish populations out of the lab
 - i. Currently sent to 3 different sites outside of EPA
 - ii. Monday, 3/30/2020, last population will be sent out

2. GLTED

- a. Voluntary Telework is in place
- b. Culture team working in shifts

3. GEMMD

- a. Voluntary Telework is in place
- b. Wetlabs currently working on normal schedule

4. ARPO

- a. Voluntary Telework is in place
- b. Animal Care Staff working in shifts

ECO-IACUC has representation for all sites.

1. Voluntary Telework: All members are available
2. Mandatory Telework: These members are available
 - a. **Exemption 6**-Scientist
 - b. **Exemption 6**-Scientist
 - c. **Exemption 6**-Scientist
 - d. **Exemption 6**-Scientist
 - e. Leslie Jarrell-Attending Vet
 - f. **Exemption 6**-Non Affiliated/Non-Scientist

Agenda

1. Fish Visibility versus Stress
 - a. This item has been “tabled” until a later date
 - b. Would like an Attending Vet to be on site to see the housing in the wetlabs
 - c. A contract for a local Vet to be a consultant in GEMMD is being submitted
2. hCG-pharmaceutical grade
 - a. A written exception is needed is pharmaceutical grade is not available
 - b. The Eco-IACUC agreed to use this statement in all Protocols using hCG. “Non-pharmaceutical grade chemicals are described, justified and approved by IACUC.” We would like to request an allowance to continue using Sigma-Aldrich non-pharmaceutical grade hCG for *Xenopus laevis* injections on the basis of chemical availability, project continuity and scientific integrity until we are able to purchase (through a FL-licensed veterinarian), pharmaceutical grade hCG.

Program Review & Facility Inspections

1. GLTED and ACESD will table the dates for now
2. Each site needs 2 IACUC members and due 6 months from last time
 - a. GLTED is due in May 2020
 - b. ACESD is due in April 2020
 - c. GEMMD is due in August 2020

ACUP

1. No issues at this time
2. GLTED hopes to have submissions soon

Check-ins

1. **Exemption 6** will be sending out Check-in emails weekly to each site
2. Check-in Template via email:
 - a. Please answer these questions
 - i. Is anyone from your group out sick?
 - ii. Has everyone from your group checked in as OK?
 - iii. What is the current status of green/ yellow/ red?
 - iv. Do you have any Animal Welfare issues?
 - v. Do you have the resources to maintain Animal Welfare?
 - vi. What can we do to support your needs?